



Idaho Parks & Recreation Volunteer Program

Land of the Yankee Fork Historic Area Position Description

The Idaho Department of Parks & Recreation fosters highly effective volunteer engagement throughout all programs. We strive to attract and involve multiple resources from the community in order to accomplish our mission of enhancing the quality of life for Idahoans and our guests.

Job Title:

Visitor Services Host

Job Summary:

Volunteer welcomes and orients visitors to the Center and exhibited area, gives them a brief overview of the area's historical significance, and answers questions about the park and local amenities. This volunteer tallies visitors in registration book, operates cash register, and sells gift shop items.

Work Schedule

Visitor Center Hosts work a minimum of 24 hours per week (including weekends and holidays) for a minimum of 30 days and a maximum of 180 days performing a variety of visitor service and light maintenance duties. The Park Volunteer Coordinator and the volunteer together determine the actual work schedule.

Benefits to volunteer:

- Free campsite equipped with water, electricity, and sewer hook-ups located within walking distance to the visitor center.
- Regular time off to explore many nearby sites and some of the most beautiful scenery in the state
- State vehicle provided for work-related driving needs
- Worker's compensation, automobile liability insurance when using state vehicles, and tort claims insurance while on the job
- Complete orientation and job training
- Continual evaluation and feedback on job performance
- Uniform/period costume provided
- Complimentary park entrance permits to all Idaho state parks

Job Duties: (percentage of time at each task will vary with each park and time of year)

Visitor Center Desk

(%)

- ___ Greet the public and answer questions
- ___ Provide historical, park, and local tourist information
- ___ Answer phone, voice mail, and 2-way park radio
- ___ Record Visitor Center and traffic counter visitation
- ___ Open and close facility, including alarm system
- ___ Assist with the park's lost and found system following established procedures
- ___ Orient visitors to exhibit area
- ___ Other, specify:

Cleaning/Maintenance

(%)

- ___ Regularly check, and lightly clean restrooms, including toilets, vanities, and floors
- ___ Restock paper supplies
- ___ Vacuum carpets in Visitor Center public areas and offices
- ___ Remove litter from walkways and parking area
- ___ Sweep and blow patios, alcoves, decks, and walkways

- ___ Clean windows, ledges, sills and exhibit panels
- ___ Dust/clean artifacts
- ___ Collect and empty trash and recyclables
- ___ Replace light bulbs
- ___ Stock bird feeders
- ___ Other, specify:

Fee Collection:

(%)

- ___ Sell and record sales of annual park passes
- ___ Sell and record sales of other Idaho Dept. of Parks & Recreation (IDPR) merchandise
- ___ Use cash register and credit card machine
- ___ Follow established IDPR cash handling procedures
- ___ Stock shelves from inventory
- ___ Maintain an inventory of merchandise and recommend items for reorder
- ___ May assist with fee collection during special events
- ___ Other, specify:

Interpretation:

(%)

- ___ Show videotapes and films in the Visitor Center
- ___ Conduct informal tours of exhibit area
- ___ Assist with school group scheduling and programming
- ___ Lead formal tours related to the park's natural and cultural history
- ___ Develop and present interpretive programs at the Visitor Center
- ___ Other, specify:

Landscaping:

(as needed, percentage varies by season)

- ___ Weed shrub/flower beds
- ___ Trim vegetation
- ___ Apply mulch and other top dressings
- ___ May operate irrigation and sprinkler systems
- ___ Other, specify:

Special Projects:

(as needed)

- ___ Assist with special projects related to Visitor Center and park operations. These projects can be structured to the volunteer's interests and talents.
NOTE: Describe details of special projects on a separate piece of paper and attach to this position description.

To Apply:

Obtain an application form by contacting:
Idaho Dept. of Parks & Recreation
ATTN: Volunteer Services Coordinator
P.O. Box 83720
Boise, ID 83720-0065
(208) 334-4180 x 242
khampton@idpr.state.id.us

OR

Apply directly to:
Land of the Yankee Fork
ATTN: Volunteer Program Supervisor
P.O. Box 1086
Challis, ID 83226
(208) 879-5244
LAN@idpr.state.id.us